

Research Core Facilities Bone Analysis Core Equipment Reservation Tool

To access the Equipment Scheduling tool for the Research Cores that are using it, go to the Research Cores website <https://www.umassmed.edu/research/cores/> The Bone Analysis Core facility will have links to access calendars under the “Equipment” Tab. There you will see each piece of equipment listed with its key features and functionality and a link to “Make a Reservation” for each unit.

All of the calendars for the equipment have the same basic “look and feel” and navigation elements. Don’t worry about the colors as they are for Administrative purposes only.

As noted in the image below, calendars will display the reservations that have already been made. Each reservation displays the **Time In**, **Time Out** and the **Name** of the person who reserved the equipment. If you hover over the reservation you can see all of the detail. To make a new reservation, you can click on the Green “+New Reservation” button, or double click anywhere inside the date box where your cursor indicates a clickable link exists. (Colors are for admin purposes)

Home

Bone Core Scanco CT35 Calendar + New Reservation Print

Day Week Month **February 2019** Today ◀ ▶

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Reservations on the calendar display:
Time In | Time Out | User Name

Hover over the reservation to see full details

Event: 7:00 am | 9:00 am | Byron Deane
Start date: 02-25-2019

A new reservation Add form should open. First step is to select the desired resource from the dropdown menu. All three pieces of equipment should be listed. (Note: The Scanco CT35 will be the first visible resource, others scanners as shown below will be added as they become available)

Related Resource *

Search and select

3 choices found. Type to narrow list.

RESOURCE NAME	BUILDING NAME	RES_ROOM
Scanco CT35	Lazarre Research Building (LRB)	LRB 242
Inveon IRW	Lazarre Research Building (LRB)	LRB 242
OsteoMetrics	Lazarre Research Building (LRB)	LRB 242

(Any of the 5 Campuses)

Select the desired resource from the drop down menu

Continue to complete all the remaining fields as noted in the image below. Not all fields are required, but you will not be able to save your reservation without filling in the required fields. Be sure to check the checkbox if you are a UMass Employee. You will be asked to select the campus that you belong to.

Resource Details

Welcome to the Bone Core Resource Reservation Form

First, please select the Resource that you are reserving time with. Then continue to complete the form and requested fields.

(NOTE: Requested fields may change and content may display depending on your selections.)

Related Resource *

Scanco CT35

If you're a UMass Employee check the first box, then select the campus that you belong to.

Customer Details

Please check here if you are a UMass Employee (Any of the 5 Campuses) Please check here if you are a New Customer

Customer Name

Byron Deane

Email

Byron.Deane@umassmed.edu

PI

Jomol Mathew

Department

DS&T

UMass Campus

Billing Contact

Lisa Koss

Billing Contact Email

Lisa.Koss@umassmed.edu

Speed Type

999999

If you have not yet used this scanning equipment or have not received training on the equipment, you will not see your name on the “Customer Name” dropdown list. In this case you will need to check the second box and provide additional information about your department and billing contacts. After you have been trained and approved, you will be added the dropdown list so the next time you should see your name there.

Bone Core Add Reservation

Customer Details

Please check here if you are a UMass Employee (Any of the 5 Campuses) Please check here if you are a New Customer and have not been trained on the equipment

New Customer Name* **New Customer Email*** **New Customer Phone** ext.

PI **Department**

Speed Type*

Reservation Details

Reservation Date **Time In** **Time Out**

New Customers Billing Information

New Customer Billing Contact* **Billing Contact Email*** **Billing Contact Phone** ext.

Billing Address

Search for an address

Street 1

Street 2

City

Select a State/Region... Postal Code

Callout 1: New or untrained customers check the related box, then complete the fields as noted below

Callout 2: Enter information about you and your department

Callout 3: Enter information about your department billing contact for billing purposes

When you're done completing the form, to save your reservation you must click either of the two the GREEN "Save & close" buttons located at the bottom of the page, or at the top right-hand side of the page. If you skip this action, your reservation will not save on the calendar. If you missed any required fields, you will receive a pop-up message.

<https://ummscwmuhs.quickbase.com/db/bpdtqmbpc?a=nwr>

...and you're done!

The Reservation system will send you a confirmation email. (See example below)

Dear Jae-Hyuck Shim,

Thank you for reserving time on the Scanco CT35 machine. Your appointment is for 03-08-2019 between 1:00 pm and 2:00 pm. If you need to cancel your reservation, you can do so with the link below in this email, or by calling the Research Core Administration at 508-856-7588.

Regards,
Bone Core & Research Core Administration

<https://ummscwmuhs.quickbase.com/db/bpdtqmbpc?a=dr&r=q>

Cancelling or changing your reservation:

What if you are unable to make your scheduled reservation or if you finish your time with the Imaging machine ahead of schedule? You can cancel or modify your reservation using the link that was provided in the confirmation email.


Dear Jae-Hyuck Shim,

Thank you for reserving time on the Scanco CT35 machine. Your appointment is for 03-08-2019 between 1:00 pm and 2:00 pm. If you need to cancel your reservation, you can do so with the link below in this email, or by calling the Research Core Administration at 508-856-7588.

Regards,
Bone Core & Research Core Administration

<https://ummscwmuhs.quickbase.com/db/bpdtqmbpc?a=dr&r=q>

The Reservation View & Change form will open and you can make your changes.

Bone Core > Reservation #14 + New  More ▾

Resource Details

Welcome to the Bone Core Reservation View & Change Form

To make changes to Date, Time In, Time Out, or to cancel, please click on the Edit icon on the top right side of this form. Then you will be able to make your changes. Click on Save & close to save your changes.

Equipment Name Building Room

Full Report | More ▾ | 1 Resource

Resource Name	Building Name	Res_Room
NEW Scanco CT35	Lazarre Research Building (LRB)	LRB 242

Customer Details

Please check here if you are a UMass Employee (Any of the 5 Campuses) Please check here if you are a New Customer and have not been trained on the equipment

Customer Name: Jae-Hyuck Shim | Email: byron.deane@umassmed.edu

PI: Jomol Mathew | Department: DS&T | UMass Campus: Worcester Med School

Billing Contact: Mary Barton | Billing Contact Email: Mary.Barton@umassmed.edu | Speed Type: 1

Reservation Details


Reservation Date	Time In	Time Out
03-08-2019	1:00 pm	2:00 pm

Cancel Reservation

Click on the Edit icon to start making changes or to cancel

These are the only fields that you can change

Reservation Details

Reservation Date	Time In	Time Out
03-08-2019 	1:00 pm	02:00 PM

Cancel Reservation

Save & close Cancel

After you make your changes, click the Save & close button to save them

If you cancel your reservation, you will also get an email to confirm the cancellation was successful. The Core Administration accounting staff will also get notification so that you are not billed for the time.

Thank you for using the Research Core Administration's Resource Scheduling tool. If you have any questions or need assistance with this scheduling tool, call Lisa Koss at (508) 856-7588. Thank you!